

Minutes
Sherborn Library Board of Trustees
June 17, 2014

Present: Library Director Elizabeth Johnston, Chairwoman Stacey Brandon, Christine Cooney, Bruce Eckman, Chris Kenney, Mary Moore, Jim Murphy, Jennifer Searle

Also present: Steve Borgeson, Maureen Nguyen, Steve Solomon, Addie Mae Weiss

Call to Order

The meeting was called to order by Chairwoman Brandon at 7:35 P.M.

Minutes

There was one correction noted in regard to the minutes of the Trustees meeting of May 20, 2014. The reference under "Technology Subcommittee" to "the Museum of Fine Arts" should read "the Museum of Science"; with that change the minutes were voted and approved unanimously.

Campaign for the Sherborn Library

Steve Borgeson reported that as of June 11, 2014 the campaign has gifts and pledges totaling \$3,762,821 with an additional \$19,000 in process (oral pledges). It is not anticipated that the 3.8 million dollar goal will be met by the end of the campaign committee term of June 30.

In recognition of the extraordinary work Steve has done in raising money for the new library and his commitment to the library over the years, Elizabeth and the Trustees took a few minutes to honor Steve, presenting him with a framed poem and a food basket. In addition, a captain's chair with Steve's name on it will be installed in the Library Director's office when the renovations are completed.

House Subcommittee

Chris Kenney reported on his research of metal post products to be used to protect the beech tree from climbers, which continues to be a problem. He also looked into signage products that are under consideration for future posting to give the public information about the history of the tree. The immediate concern is to protect the tree before next Wednesday's concert (June 25). Several members volunteered to put up temporary stakes and rope, if CM&D cannot provide temporary protection in the coming week. Chris reported that the annual inspection of the fire alarm system took place on May 20. The system needs to be updated; several problems, such as an inoperative heat detector in the furnace room and no battery back-up of the audible alarm system were found, but the system is working for now until the renovation is complete.

Technology Subcommittee

Bruce discussed the trip to the Museum of Science with Elizabeth and Jim Murphy where they met with several program directors. They use "gamification" – software and displays to socially engineer, attracting kids toward science with incentives, including awarding of badges. The museum has a project manager who takes overall responsibility for projects and displays. The museum has a library for science teachers. Bruce envisioned having some coordinated programs at our library with school science teachers. Bruce is working to complete a simplified version of his completed subcommittee report to present at the September forum.

Personnel Subcommittee

Chris Cooney outlined the Personnel Board procedures concerning requests for extending employee hours and for adding new positions. It is contemplated that the present Technical Services Librarian position will have a title change to "Technology Librarian" with a changed job description (which has been written) and that the request to the Personnel Board will be to approve additional hours for this position (increasing from 25 hrs/wk to 35 or 40 hours/wk). As this is already a benefitted position, it is anticipated that increasing the hours, (possibly at a lower hourly wage) will not present a budgetary problem. This

request will need to be made before next spring, when the current employee will be retiring. Discussion ensued about making a request for an additional full-time children's librarian, and the need to continue to make the town boards aware of the need to hire additional staff for the new library. The timing of making the formal request for such additional position may depend on factors such as the awarding of the MBLC grant, town meeting approval, and the construction schedule.

Friends of the Library Report

Addie Mae Weiss, the new president of the Friends, was introduced to the board. She reported that the Friends annual luncheon was recently held. The concert series is set to go, with the first concert scheduled for June 25. The Friends will continue to evaluate its programs and intends to continue Trivia Night and other successful events.

Library Director's Report

Elizabeth reported that the budget is on track with 95.12% expended. There may be enough money left at the end to pay for cleaning the library's carpeting, depending upon any last minute unforeseen expenses. The annual Federal e-rate grant was applied for and approved, saving 40% on the library's phone bill. In addition, Elizabeth researched options to change the calling service on the fax machine and found a new plan that will save about \$500 a year. Additional "Paperwhite" Kindles were acquired for student summer reading. The SoftWrite Accounting program has been activated for library access, eliminating the prior necessity of Elizabeth having to reconcile the Library operating budget with the Town Accountant's by awaiting their monthly hardcopy.

Unfinished Business

Bond Bill H 3933 (that includes \$150 million for library construction) is expected to be approved by the state senate before July 31, 2014. However, it now appears that the MBLC may not award Sherborn the grant monies until the summer of 2015. Discussion ensued concerning the timing of seeking town approval. The Trustees discussed that if they wanted to be prepared for a vote at ATM 2015, whether or not the money had been released, that the warrant had to be ready to go to the Selectmen by the end of 2014. It was pointed out that an article can be pulled from the warrant at any time, but if we want it on the warrant for April 2015, preparation must begin by this year's end. The Trustees agreed that the prudent thing to do was to be prepared for this by ramping up the work on the warrant and vote getting starting in September of 2014 as originally forecast.

Some unanswered questions and concerns may be addressed to Senator Ross who will be visiting the library on June 23, 2014 at 11:45 a.m.

The formation of a building committee was discussed; possible two-phase committee (design and construction), possibly with term limits. This will be further discussed at the next (July) Trustees meeting.

Elizabeth continues to work on the library's long-range plan, 2014-2018.

New Business

Several unique items made from the beech tree's fallen limb were displayed, along with samples of several types of pens that can be reproduced using the wood. It was discussed whether the Trustees might want to present some unique items as gifts to major donors, and whether at some later point smaller items might be offered for purchase. Elizabeth said that the woodworker reported that there is enough wood to make three benches for the children's tree house room if they are wanted.

Next Meeting:

July 22, 2014 @ 7:30 P.M. at Town Hall

The Trustees adjourned at 9:15 P.M.

Respectfully Submitted,
Christine Cooney, Temporary Recording Secretary

Materials Distributed at the Meeting:

1. Library Trustee Directory
2. Board of Library Trustees Officers and Standing Committees 2014-2015
3. Personnel Committee Procedures (Summary)
4. Library Director's Report
5. FY2014 Budget Status Report
6. Warrant Article Samples